

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



October 18, 1988

ALL-COUNTY LETTER NO. 88-137

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

This is to provide time study instruction for the October - December 1988 quarter. Included are instructions concerning the Refugee Resettlement Program (RRP), Systematic Alien Verification for Entitlements (SAVE) Program, and Welfare Fraud Staff Development.

Eligibility and Nonservice Time Study (DFA 43)

RRP

Senate Bill No. 2485 (Chapter 476, Statutes of 1988) prioritized the Federal funding for RRP administrative costs should Federal funds be inadequate to cover all RRP-related administrative costs incurred. The first priority for Federal funding is the Refugee Cash Assistance/Entrant Cash Assistance (RCA/ECA) Program. Prior to this quarter, the RCA/ECA Program had been combined with the RRP - General Relief (GR) Program on Line O on the DFA 43. However, to ensure Counties Federal funding for the RCA/ECA Program, these two programs have been separated on the time study effective with the November 1988 time study month. Line O will now be titled RRP - GR and a new line, Line U, will be titled RCA/ECA.

Effective with the November 1988 time study month, activities for these refugee programs are to be recorded by eligibility workers and their first-line supervisors on the DFA 43 as follows:

Line O - RRP - GR: All time spent on eligibility determinations and grant maintenance activities for time-eligible County GR clients. Do not include activities performed for RCA/ECA clients.

Line U - RCA/ECA: All time spent on eligibility determinations and grant maintenance activities for time-eligible RCA/ECA Program recipients. Also include activities performed for Unaccompanied Refugee/Entrant Minors.

SAVE

Counties were notified through All-County Welfare Director Letter No. 88-59 from the Department of Health Services and All-County Letter No. 88-131 from the Department of Social Services of the federally mandated implementation of the SAVE Program by October 1, 1988. Use of the SAVE Program is mandated under the

Immigration Reform and Control Act for all refugee and immigrant aliens who apply for or receive Food Stamps, Medi-Cal, and Aid to Families with Dependent Children (AFDC) under Title IV-A of the Social Security Act, including the RRP - AFDC and the Refugee Demonstration Project (RDP). This inter-governmental Federal/State information sharing program consists of automated (primary) and manual (secondary) verification systems to establish alien satisfactory immigration status (SIS). The primary system is used to verify the immigration status of aliens who have an alien registration number, also called an "A" number or "A" series number. The primary verification response will verify the individual's immigration status or will indicate the need for secondary verification. The secondary verification process is a manual system for submitting copies of documents to the Immigration and Naturalization Service (INS) for verification.

For eligibility workers only, time spent performing primary and secondary verification activities to establish immigration status with the INS will be charged to five program lines established for SAVE. Activities which should be time studied are limited to: completion of the primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparison of INS data with documents submitted by aliens; and execution of consent for disclosure statements for amnesty and special agricultural worker applicants. Eligibility workers and their first-line supervisors will record SAVE activities on the DFA 43 as follows:

Line V1: SAVE - Federal AFDC-Family Group/Unemployed (FG/U) -- Record time spent on SIS verification activities for those refugee and immigrant aliens applying for and/or receiving Federal AFDC-FG/U assistance.

Line V2: SAVE - Food Stamps -- Record time spent on SIS verification activities for those refugee and immigrant aliens applying for and/or receiving Nonassistance Food Stamps.

Line V3: SAVE - Medi-Cal -- Record time spent on SIS verification activities for those refugee and immigrant aliens applying for and/or receiving benefits from the Medically Needy Only and Medically Indigent Programs.

Line V4: SAVE - RRP AFDC -- Record time spent on SIS verification activities for those refugees applying for and/or receiving RRP AFDC.

Line V5: SAVE - RDP -- Record time spent on SIS verification activities for those refugees applying for and/or receiving RDP.

If SIS activities are performed in connection with primary and secondary alien status verification for applicants or recipients of an eligibility program other than the five listed above, eligibility worker time should be reported to the appropriate program line.

Clerical and administrative support staff will time study any activities associated with SAVE in accordance with their approved Annual Time Reporting Plan (ATRP). For the eighteen non-ATRP Counties, SAVE activities performed by clerical and administrative staff will be reported as Generic departmental overhead.

Staff Development Time Study (DFA 50)

A new section, Welfare Fraud Programs, has been added to the DFA 50. Include in this section time spent by trainers when actually providing welfare fraud training; as well as, first-line supervisory time allocated to welfare fraud based on the trainers' time. Also include time spent by trainers, first-line supervisors, and nonsupervisory staff development administrators on activities that can be assigned directly and wholly to Welfare Fraud.

Charge time to Welfare Fraud - General when the training subject or the trainees can be identified exclusively to the Welfare Fraud function, but cannot be identified to any specific program(s). Charge time to a specific Welfare Fraud Program when the subject of training can be identified to the program level. If the training benefits the AFDC Fraud Program and the Food Stamp Fraud Program, prorate the time between the two programs.

The nonallocable line has been expanded to include time spent on administrative functions in support of the Staff Development Office.

There are no changes to the other time study forms this quarter.

Any questions regarding this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA